

# VACANCY NOTICE

3017

CS-376  
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	Wastewater Treatment Facility	
	TITLE OF POSITION: Process Monitor I	CLASSIFICATION CODE: 02310600
	SALARY RANGE: 3121A, \$38500-43430 Annually	REFERENCE POSITION NO.: 2463-90000-tba
	Department or Agency Name Administration	APPLICATION PERIOD: 1/16/13-1/22/13
	Division/Section/Unit: Facilities Management	<b>Three day grace period ends at 4:00 pm on 1/25/13</b>
	Assignment(s) / Comments:	
	Shift and Days: 1st (Monday-Friday) 7:00 am-3:30 pm	Job Location: Burrillville
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>	
	Name of Bargaining Unit Union: LIUNA Local 808	
There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> X a Civil Service List for this position See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To supervise one or more processing operations in a primary, secondary or advanced wastewater treatment plant; to be responsible for monitoring the treatment plant process by controlling the operation through the use of computers and other complex and technical equipment; to observe variations in the treatment plant operating conditions by interpreting gauge and meter readings, making complex calculations for process and reporting purposes, making appropriate adjustments and conducting tests to determine the proper process requirements; and to do related work as required.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<p>(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)</p> <p><b>Education:</b> possession of an Associate's Degree in Sanitary, Civil, Chemical, Mechanical Engineering or Environmental Science, or a related field; and</p> <p><b>Experience:</b> Such as may have been gained through: employment as a WWTF Operator II with some responsibility for occasionally overseeing the work of wastewater treatment facility personnel assigned to assist. <b>Or</b>, any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>SPECIAL REQUIREMENT:</b> At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate; upon appointment, must possess a valid driver's license; at the time of appointment, must possess a Full Grade II Operator's certification license for wastewater treatment plant (Ch. 42-17.4-6 of the General Laws of 1956, as amended).</p>	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Kelly Durkin-Murray Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908	Telephone #: (401) 222-1238 Email: <a href="mailto:KellyM-resume@hr.ri.gov">KellyM-resume@hr.ri.gov</a> TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)



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